THE ADS TIMES

A monthly newsletter about the Automated Directives System (ADS)

Frequently Asked Questions

Questions are welcome. Please send them to **ads@usaid.gov**.

Q1) Everyone tells me to clear my cache! What is it?
A1) When viewing pages on the Internet, your web browser (Internet Explorer or Netscape) saves a copy of recently downloaded pages and graphics in an area called the browser's "cache." When you revisit a web page or graphic, the browser loads it from the cache instead of downloading it again from the web server to save time. While in principle this is a great feature of web browsers, it can lead to a couple of problems; first, you may not be looking at the most recent version of a page/graphic (but rather the cached copy), and second, over time, the number of cached files may grow enough to impact the performance of your computer.

Q2) When do I have to clear my cache?
A2) A good rule of thumb is to clear your cache weekly. You should do this to ensure you're getting the most recent version of a given page (and to increase hard drive space!).

Q3) How do I manage it?
A3) You can also ensure that the cache does not grow unmanageable by setting a limit on the size of your cache, or setting your browser to compare the page you're viewing to the one stored in the cache each time the page loads.

Contact the IRM HelpDesk to learn how to empty your cache and manage your cache in IE and Netscape.

ADS 2003 Training

This class will show you how to maneuver around and search both the ADS CD and the ADS web site. Additionally, we will explain what is in the ADS. Classes will be held in the Kathmandu or Nairobi Training Room - B1 Level, RRB.

Dates	Location	Times
February 11	Katmandu	9:30 a.m. - 12:00 p.m.
April 16	Katmandu	9:30 a.m. - 12:00 p.m.
June 12	Nairobi	9:30 a.m. - 12:00 p.m.
November 6	Katmandu	9:30 a.m. - 12:00 p.m.

Register with **Ann Happ** - 703.276.7336

Fast Fact

To **sunset** an Interim Update means to either incorporate it into an ADS chapter or reference or remove the policy from the ADS because it is no longer valid.

What's New in the ADS?

ADS CD 29 was mailed to USAID/W and Mission personnel 12/23/2002. Thursday, 12/26/02, ADS CD 29 was loaded to the CDNET tower in USAID/W.

The following **Policy Notices** were released in December 2002. Policy Notices contain new Agency policy directives and required procedures. They will be included on future ADS CDs and the ADS web site. The Notices were also posted to the USAID Notice database system, which is only accessible to USAID intranet users, at **http://inside.usaid.gov/**. You may also obtain electronic copies by sending an e-mail to **nmailbox@usaid.gov**.

Subject	Date
Pay and Leave Guidance for Half-Day Closing of Federal Government on Tuesday, December 24, 2002	12/20/2002
Revised ADS 505, Forms Management Program	12/17/2002
Revision to ADS 637, U.S. Personal Services Contractors 401(k) Defined Contribution Pension Plan	12/13/2002
Revision to ADS 635, Working Capital Fund	12/13/2002
2003 Contributions for the U.S. Personal Service Contractors (USPSCs) 401(k) Defined Contribution Pension Plan, to be included in a revision to ADS Chapter 637	12/04/2002
Washington, D.C., Area Emergency Dismissal or Closure Procedures	12/03/2002
Foreign Aid Procurement Eligibility of the People's Republic of China	12/03/2002

Accessing the ADS

There are two ways to access the ADS:

1) **ADS web site:** The web address for the ADS is **http://www.usaid.gov/pubs/ads**. Series 500 Policy Notices are only available to USAID intranet users. Currently, the ADS web site does not include the still active AID Handbook chapters. See ADS CD 29 for these documents.

2) **ADS CD:** If you are in a **Mission**, ask your Systems Administrator about obtaining access to ADS CD 29. ADS CD 29 was mailed to USAID Missions 12/23/02. **USAID/W** personnel may access the ADS CD via the USAID/W CD Tower.